



DEPARTMENT OF THE ARMY
UNITED STATES ARMY STUDENT DETACHMENT
5450 STROM THURMOND BOULEVARD
FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

30 September 2014

MEMORANDUM FOR United States Army Student Detachment (USASD) Personnel

SUBJECT: Memorandum of Instruction (MOI) for the Fall FY14 Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT)

1. References:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting, dtd 24 September 1998
- b. AR 600-8-104, Army Military Human Resource Records Management, dtd 7 April 2014
- c. Department of the Army Personnel Policy Guidance (PPG), URL <http://www.armyg1.army.mil/MilitaryPersonnel/ppg.asp>
- d. AR 600-9, The Army Body Composition Program, dtd 28 June 2013
- e. FM 7-22, Army Physical Readiness Training, October 2012, CH 1 date 3 May 2013
- f. AR 600-8-2, Suspension of Favorable Personnel Actions (FLAG), dtd 23 October 2012

2. **General.** In accordance with the Department of the Army Directive, the USASD will conduct a Personnel Asset Inventory (PAI) and Army Physical Fitness Test (APFT) from **15 October 2014 to 30 November 2014** to verify accuracy of Soldier military pay and personnel records, validate personnel accountability, and ensure overall Soldier readiness for the Students and permanent party assigned to the USASD. The following students are exempted from conducting the PAI:

- a. Students with a report date of **01 December 2014** and **later** are not required to participate in this PAI.
- b. Students departing USASD prior to **01 December 2014** are not required to participate in this PAI.

3. **Requirements.** The purpose of the Fall PAI is to validate the following accountability and training requirements:

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- a. Basic personnel information
- b. Current physical address and point of contact information
- c. Graduation/Completion date
- d. Army APFT and Height/Weight standards
- e. Mandatory Annual Training: AT Level-1, Cyber Awareness Challenge, Threat Awareness and Report Program (TARP), Sexual Harassment/Assault Responses & Prevention (SHARP), and Combating Trafficking in Persons General Awareness Course (links provided on website at <http://usasd.armylive.dodlive.mil/news-events/>).
- f. Verify and update information in the Army Disaster Personnel Accountability and Assessment System (AKO login required) <HTTPS://ADPAAS.ARMY.MIL>. Send screen shot of update with other PAI documents. If you need help with the site contact ADPAAS Help Desks phone number is 1-800-833-6622 or email at ADPAAS@SPAWAR.NAVY.MIL

4. **Guidelines.** Given the dispersion of our population, PAI is to be completed in the student's local area. It is the student's responsibility to ensure completion and receipt of PAI requirements. Accuracy of responses is based on integrity. **Responses to PAI will only be accepted from 15 October 2014 to 30 November 2014.** Any responses received after that date are considered non-compliance and may result in administrative or punitive action.

- a. A complete submission of PAI must include:
 1. Completed and signed PAI worksheet
 2. Completed and signed DA form 705 (APFT Card)
 3. Completed and signed DA 5500 or DA 5501 (Body Fat Content worksheet); if applicable.
 4. Medical profile or appropriate documentation from your medical provider; if applicable. Profiles issued by a civilian provider must be validated by a physician at a military facility.
 5. Completed and signed training certificates.
- b. **APFTs taken on or after 1 September 2014 are acceptable for submission for this PAI.**

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c. Personnel with permanent profiles are required to complete the APFT within the limitations of their profiles. Personnel with temporary profiles are expected to complete an APFT upon completion of their recovery period (2 days for each day on profile not to exceed 90 days). If that timeframe does not fall within the PAI timeframe, students are still required to conduct an APFT at a later date. Profiles do not preclude students from adhering to or forwarding evidence that you meet the Height/Weight standards.

d. **Links to all mandatory training are found on the USASD website at <http://usasd.armylive.dodlive.mil/news-events/> under the "News & Events".** Training certificates are auto-generated upon completion of each session. **Certificates for training conducted between 30 November 2013 and 30 November 2014 (within 1 year) are acceptable for validation of annual training requirements for this PAI.**

e. Students at Senior Service Schools and ROTC will conduct the APFT in accordance with the guidelines outlined by the Senior Cadre or PMS. Submission of APFT and PAI requirements may be arranged through your school. However, it is the individual student's responsibility to ensure that they are in compliance with the requirements of this PAI. Students in independent programs are allowed to use the assistance of the local Recruiting Battalion, ROTC, Service School, or military unit (RA, NG, or RC) if necessary, but is not required.

5. PAI Submission. Completed PAI documents must be sent by the student to the PAI team via email at usarmy.jackson.cac.mbx.usasd-pai@mail.mil

Points of Contact for Fall FY14 PAI is as follows:

(Last Name Letters A-E) Mr. Sample
(Last Name Letters F-J) Mrs. Baltrip
(Last Name Letters K-O) SGT Horton
(Last Name Letters P-T) SGT Kelley
(Last Name Letters U-Z) SGT Wise

Ensure the subject line of your submission is labeled with the following information, Name-Rank, PAI FALL 2014-State or country of your OCONUS location.

Example: Doe, John, MAJ - PAI FALL 2014 – AL

Documents not properly labeled or submitted to the above listed email address will not be accepted for action. In the event that you are unable to send your PAI via email, submit your paperwork via fax to (803) 751- 3514.

6. Verification of Requirements. You will receive an auto reply email response verifying receipt of your PAI packet. You will receive a second email to identify any

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missing or additional documents needed to complete your PAI or an action complete email. **Requested items must be forwarded prior to 30 November 2014.**

7. Security of Personal Information is one of our greatest concerns due to the high volume of personal information sent by email. Use only official email accounts when contacting Student Detachment. Utilize your Enterprise account, AKO account or an email account provided by a military, government or school organization. We will not respond to emails sent from gmail, yahoo, hotmail or other private accounts. If you cannot use your official email account then fax your documents.

8. The point of contact for this memorandum is SSG Stephen H. Harmon (803)751-6482 or stephen.h.harmon6.mil@mail.mil.

A handwritten signature in black ink, appearing to read 'C. K. Green', written over the printed name.

CHRISTOPHER K. GREEN
CPT, AG
Commanding